

Instructions for Accessing and Downloading Your School Index Report and Accountability Student Datafiles on MI School Data

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Instructions for Accessing and Downloading Your School Index Report and Accountability Student Datafiles on MI School Data

Obtaining Access to Secure School Index Information

- 1) The Michigan School Index System reports and accountability student datafiles are **NOW AVAILABLE** available for 2017-2018 school year results to authorized users of MI School Data (www.mischooldata.org). The OEAA Secure Site will continue to house historical accountability data files, however, new accountability reports and data files will only be available on MI School Data. Authorized MI School Data users are able to preview accountability results until early March, when results will be made public. Accountability data and results will be embargoed until School Index results are public in March 2019.
- 2) Accountability user accounts on MI School Data are only necessary if you plan to download student-level data files or create and submit accountability issues or concerns regarding the accuracy of your school/student data. Existing MI School Data users will already have access to view their School Index reports on MI School Data and do not need to do anything further.
- 3) Please review the table below to help you determine if you will need additional access or to have a new MI School Data account created.

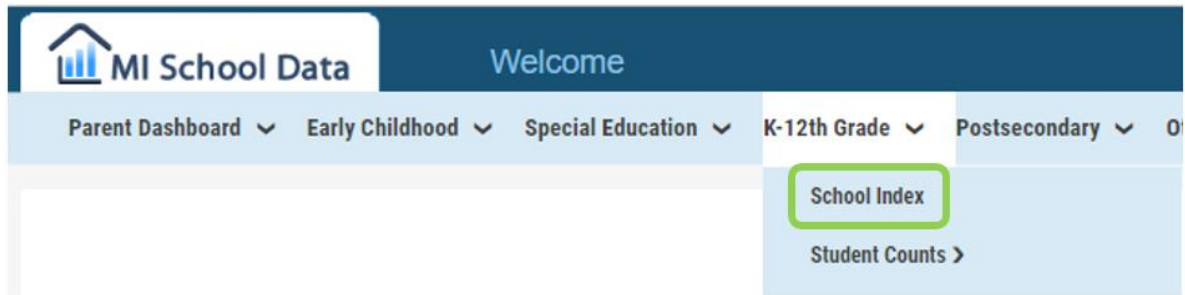
If your current status is...	The action you should take is...
I HAVE an existing user account on MI School Data and will NOT NEED access to student-level accountability data files or the ability to submit accountability issues.	No further action; you can access embargoed School Index reports without account changes.
I HAVE an existing user account on MI School Data and DO NEED access to student-level accountability data files or the ability to submit accountability issues.	Contact your ISD Accountability Administrator , requesting to have the “accountability user” permission added to your existing account.
I DO NOT HAVE a user account on MI School Data and will NOT NEED access to student-level accountability data files or the ability to submit accountability issues.	Contact your ISD Technical Contact to have a general MI School Data user account created.
I DO NOT HAVE a user account on MI School Data and DO NEED access to student-level accountability data files or the ability to submit accountability issues.	Contact your ISD Accountability Administrator to have a MI School Data Account created

Please note that OEAA Secure Site user accounts will not allow access on MI School Data.

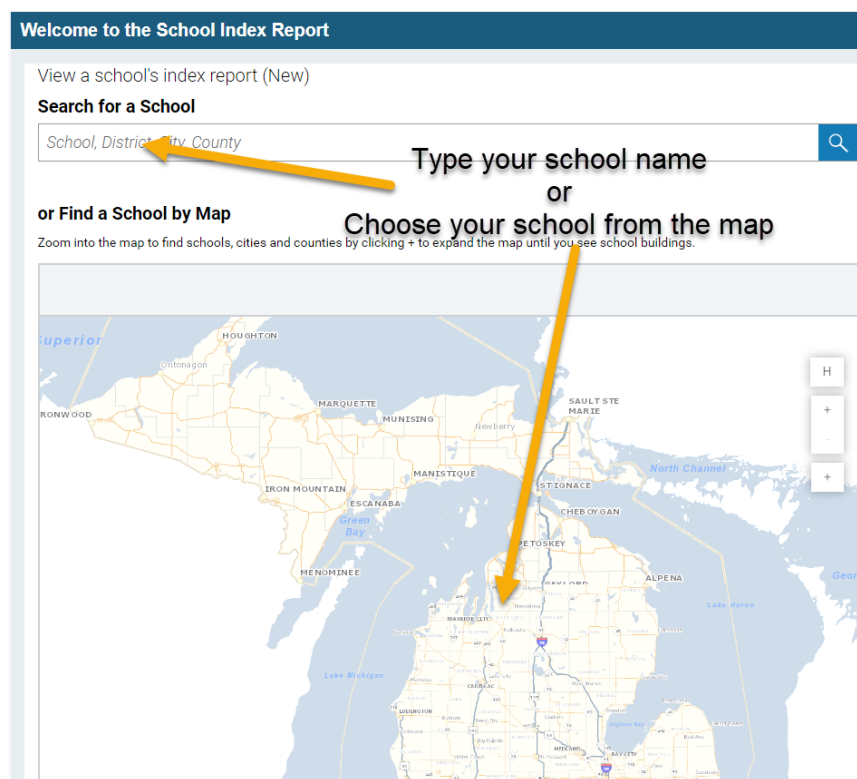
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Navigating to Embargoed School Index Report Information

- 1) Once, you have a secure user account for MISchoolData, to view embargoed School Index reports, please navigate to the “School Index” menu item from the “K-12th Grade” menu.



- 2) Search for the School Index report for your school, using the text search box or map feature.




- 3) If you search for your school using the text search box, schools with matching names will appear in the list below. You are then able to click on your specific school in the list to be taken to view its School Index report.

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Welcome to the School Index Report











View a school's index report

Search for a School

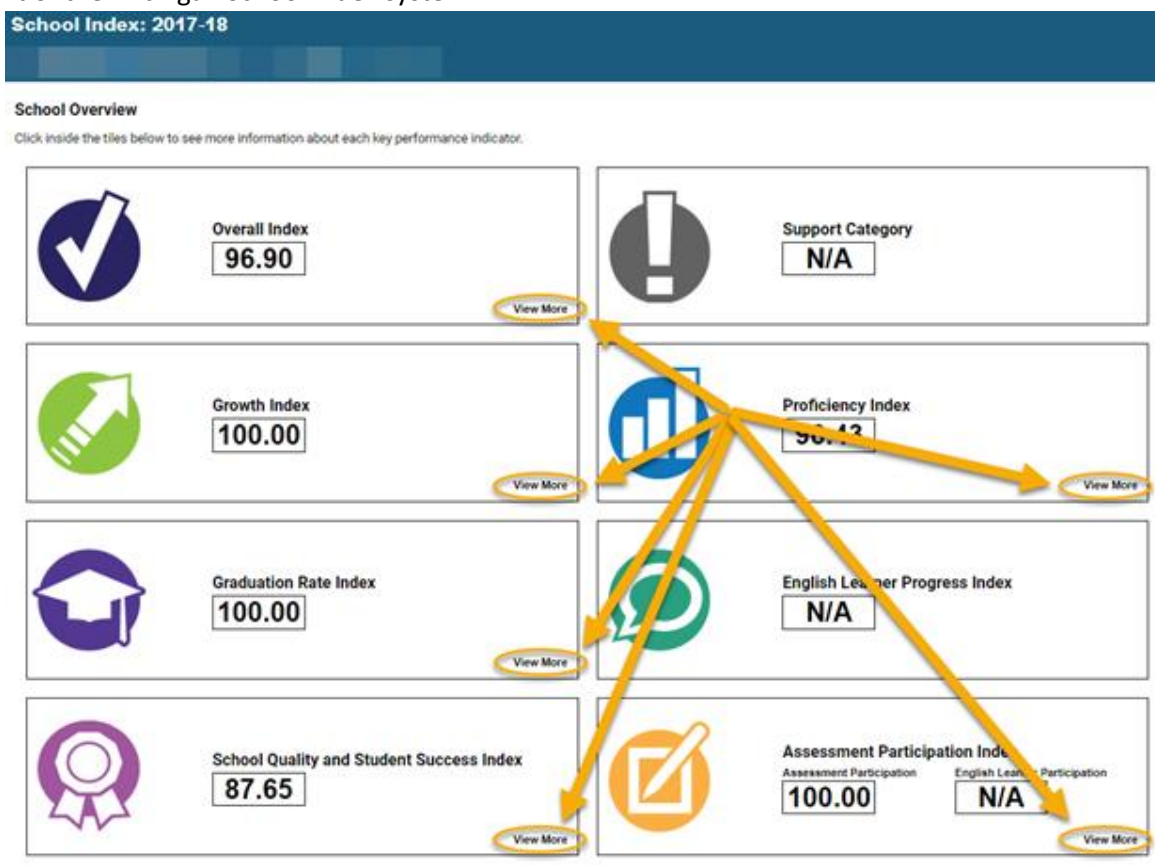
central 

Search By: ☒ School ☒ District ☒ City ☒ County

School

-  Bangor **Central** School (Bangor Township Schools)
-  Bangor West **Central** School (Bangor Township Schools)
-  Battle Creek **Central** High School (Battle Creek Public Schools)
-  Bay City **Central** High School (Bay City School District)
-  Benzie **Central** Middle School (Benzie County **Central** Schools)
-  Benzie **Central** Sr. High School (Benzie County **Central** Schools)
-  **Central** Academy (**Central** Academy)
-  **Central** Elementary School (Portage Public Schools)
-  **Central** Elementary School (Flushing Community Schools)
-  **Central** Elementary School (Public Schools of Petoskey)

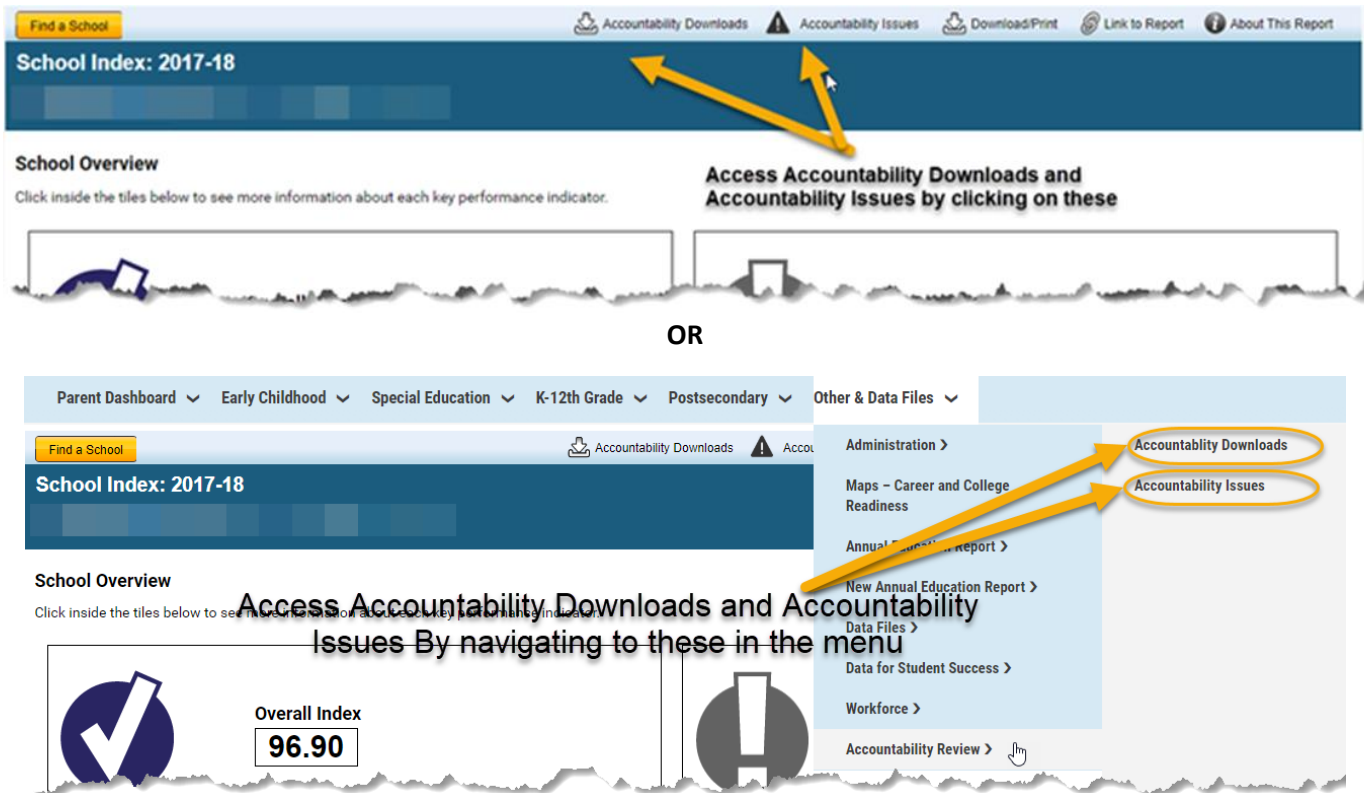
- 4) From the School Index Report page for your school, click on each tile to view more detailed information about that component of the Michigan School Index system.



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Downloading Accountability Student Datafiles

- 1) If you have a secure MISchoolData account and are now set up as an “Accountability User” role for your school or district described in the “Obtaining Access” section at the beginning of this document, you will also be able to download student information used in School Index Report calculations, click the “Accountability Downloads” link near the top of the School Index Report. Alternatively, you can choose “Other & Data Files” → “Accountability Review” → “Accountability Downloads” using the navigation menus.



- 2) On the **Accountability Downloads** page, choose the entity-level for which you wish to download accountability student data file(s) by selecting the ISD, District, and School (district-level users may download all school data for the district). Check or uncheck the relevant boxes to download up to three separate files for your selected school or district.

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Accountability Downloads

Select values from the menus to download the available files for which you have permissions.

Academic Year: 2017-18

ISD: [dropdown]

District: [dropdown]

School: [dropdown]

File Type: ☒ Summative Accountability ☒ English Learner Accountability

Create Accountability Issue Download Results

Choose the type of file you want to download.
(You will only receive a download link if data is available.)

- A. **Summative Accountability Student Data File** – This option downloads the student-level data necessary to replicate and verify the assessment participation, proficiency, and growth information for M-STEP, MI-Access and SAT assessments in the aggregated Accountability Report file. If “All Schools” is selected in the school drop-down box, student-level accountability data for all schools within a district will be downloaded (for district-level authorized Secure Site users). **The data in this file contains individual student data and may not be shared with unauthorized individuals.**
- B. **English Learner Accountability Student Data File** – This option downloads the student-level data necessary to replicate or verify the assessment participation, proficiency, growth, and progress information for WIDA-Access assessments in the aggregated Accountability Report file. If “All Schools” is selected in the school drop-down box, student-level accountability data for all schools within a district will be downloaded (for district-level authorized Secure Site users). **The data in this file contains individual student data and may not be shared with unauthorized individuals.**

A link to the student data file(s) indicated by check mark will be downloaded in separate .CSV files, emailed to you individually. For instructions on working with student-level datafiles, please click the links available near the top of the page for [Instructions on Working with Accountability Student Datafiles](#) and [Data Dictionary for Accountability Student Data Files](#). Alternately, these are available from the link to School Index Resources under the “for educators” section of <http://www.mi.gov/mde-accountability>.

Note: Accountability reports and student data files from previous years are still available on the OEAA Secure Site. Only 2017-18 information and subsequent years moving forward will be provided on MI School Data.

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Submitting Accountability Issues Regarding School Index Reports or Accountability Student Datafiles

- 1) If you have a secure MISchoolData account and are now set up as an “Accountability User” role for your school or district described in the “Obtaining Access” section at the beginning of this document, you will also be able to securely submit concerns or issues regarding your Accountability School Index Report or Accountability Student Data Files, click the “Accountability Issues” link near the top of the School Index Report. Alternatively, you can select “Other & Data Files” → “Accountability Review” → “Accountability Issues” using the navigation menus.

The first screenshot shows the top navigation bar of the MI School Data interface. It includes a 'Find a School' button, 'Accountability Downloads' (with a download icon), 'Accountability Issues' (with a warning icon), 'Download/Print', 'Link to Report', and 'About This Report'. Below this is a 'School Index: 2017-18' header. The main content area is titled 'School Overview' and contains a message: 'Click inside the tiles below to see more information about each key performance indicator.' Two yellow arrows point from the 'Accountability Downloads' and 'Accountability Issues' links in the top bar to the 'Access Accountability Downloads and Accountability Issues by clicking on these' text.

OR

The second screenshot shows the same interface but with the 'Other & Data Files' dropdown menu open. The menu lists several options: 'Administration >', 'Maps - Career and College Readiness', 'Annual Education Report >', 'New Annual Education Report >', 'Data Files >', 'Data for Student Success >', 'Workforce >', and 'Accountability Review >'. Two yellow arrows point from the 'Accountability Downloads' and 'Accountability Issues' links in the top bar to the 'Accountability Review >' option in the dropdown menu. Below the dropdown, the 'School Overview' section is visible, showing an 'Overall Index' of 96.90. A text overlay reads: 'Access Accountability Downloads and Accountability Issues By navigating to these in the menu'.

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- 2) On the Accountability Issues screen, Accountability Users can submit new issues and view the status of already-submitted issues using this screen. Accountability Issues submitted in MI School Data will be reviewed by MDE Accountability staff within one week of submission. Click the “Create Accountability Issue” button on the lower right corner of the screen to report and aggregate or student-level issues or concerns you may have with you School Index reports.

Accountability Issues

Search Issues

Search for issues using keywords, locations and issues status to filter the issues in the table below. You may also filter issues by entering text in the filter fields in the column headers.

Reset

Issue Status	Data Created or Modified	Issue ID	Subject	ISD	District	School	Status
Review Issue	12/17/2018	1					In Process
View Issue	12/17/2018	2					Additional Information Requested
View Issue	12/17/2018	3					Additional Information Requested
View Issue	12/17/2018	4					Additional Information Requested
View Issue	12/17/2018	5					Additional Information Requested
Review Issue	12/17/2018	6					Resolved
Review Issue	12/18/2018	7					In Process
Review Issue	12/18/2018	8					In Process
Review Issue	12/18/2018	9					In Process
Review Issue	12/19/2018	10					In Process

Page size: 10

23 items in 3 pages

Create Accountability Issue Print

- 3) On the Create Issues detail page that will appear next, you can enter details of your potential issue or concern to be reviewed and responded to by MDE accountability staff.

Accountability Issues: Create Accountability Issue

Complete the fields on this page to create a new accountability issue. Please confirm that the window for submitting issues for the selected Academic Year is still open.

File Information

Academic Year: 2017-18

ISD: [Dropdown]

District: [Dropdown]

School: [Dropdown]

Requestor Information

NAME: [Text Field]

PHONE NUMBER: [Text Field]

EMAIL: [Text Field]

Issue Details

Subject: [Text Field]

Description: [Text Area]

Attachments

(Optional) If requested by MDE, please attach documents to support the Accountability Issue. Allowed extensions are: .doc, .docx, .xls, .xlsx, .csv, .txt, .pdf

+ Attachment

Cancel Create Accountability Issue

1) Please ensure that these fields are properly populated with the school that has the issue.

2) In case the Michigan Department of Education needs to contact you please ensure that your contact information is correct.

3) Add a clear subject and description of the issue you are having and please limit one issue submission per subject.

4) Please attach any supporting documents to support your issue here

5) Click on "Create Accountability Issue" to submit issue ticket

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- 4) Once your issue is submitted you may view the status of the issue in the Accountability Issues page. From this page, you can update unresolved issues or provide additional information when requested or view issues that have been resolved by MDE staff. MDE accountability staff may request additional information on an issue you will be able to view. You should receive an email that notifies you when the status of your issue has changed once MDE staff have reviewed it.

Issue Status	Data Created or Modified	Issue ID	Subject	ISD	District	School	Status
Review Issue	12/17/2018	1					In Process
View Issue	12/17/2018	2					Additional Information Requested
View Issue	12/17/2018	3					Additional Information Requested
View Issue	12/17/2018						Additional Information Requested

You can click on these links to review or add additional information if requested

You will have the ability to filter your list down to your preference by typing in the appropriate box and then clicking on the filter icon.

Request for additional information will be displayed here if requested by MDE Accountability Staff